

KENTON COUNTY PUBLIC LIBRARY
Position Description
Erlanger Branch Computer Volunteer

Responsible to: Coordinator of Department to which assigned

Job Responsibilities: The responsibilities for this position may vary from day to day. These tasks may include, but are not limited to assisting with:

- Assisting patrons with computer sign-in, issuing guest passes as necessary
- Extending patrons' computer time, if needed
- Assisting patrons with printing
- Cleaning computer monitors and keyboards
- Straightening and cleaning computer areas as necessary
- Assisting with computer programs

Time Required:

2-4 hour shifts. Preferred hours between 3 and 8pm; 6:30 to 8:30 for computer classes; Saturdays & Sundays.

Length of Commitment:

Flexible

Training Provided:

Minimal training is required and will be provided by appropriate staff.

Qualifications, Special Skills Required and Restrictions:

- Ability to provide friendly service to the public
- Ability to abide by the policies of the Kenton County Public Library
- Basic computer skills
- Physical ability to bend, kneel, and stoop
- Must be age 16 or older

ACKNOWLEDGEMENT

I have read this position description and fully understand the requirements set forth therein. I hereby accept the volunteer position of _____ and agree to perform the identified essential functions in a manner in accordance with Kenton County Public Library's established procedures.

I understand that my assignment is an unpaid volunteer position and thereby understand that my assignment may be discontinued either by the organization or myself, and such discontinuation can be made with or without notice.

Volunteer's Name (please print)

Volunteer's Signature

Date

Supervisor's Signature

Date